

POSITION DESCRIPTION

Chief Executive Officer — Queensland Men's Shed Association
(QMSA)



Queensland Men's Shed Association

Position Details

Position Title	Chief Executive Officer (CEO)
Reports To	QMSA Board - Chair on behalf of the Board
Direct Reports	QMSA staff (currently Project Officer) and Volunteer Zone Chairman
Location	Work from home (Brisbane-area) — QMSA does not maintain a physical office - with regular statewide travel
Employment Status	Full-time, 38 hours per week (flexible hours required)
Employment Conditions	In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Tenure	3 years with review
Salary Package	SCHADS Level 8 plus super, with salary packaging and the option of a fully maintained vehicle for private use.

About the Queensland Men's Shed Association (QMSA)

QMSA is the peak body representing and supporting approximately 250 Men's Sheds across Queensland.

QMSA is a membership-based organisation, funded primarily through Queensland and Australian Government grants, and is largely volunteer-led, supported by a small paid staff team.

Queensland is divided into 15 zones, each able to appoint a Zone Chair to support communication, coordination and engagement between local Sheds and QMSA.

QMSA supports Men's Sheds across governance, operations, sustainability, networking and capacity building, with a strong emphasis on men's health and wellbeing promotion.

Purpose of the Role

Strategic and operational leadership. The CEO leads QMSA in its role as the recognised peak body for Men's Sheds across Queensland, ensuring the Association meets its contractual and funding obligations, advances its strategic goals, and strengthens the Men's Shed movement statewide.

Program delivery and compliance. The role oversees programs funded by the Commonwealth and Queensland Governments, manages staff, volunteers and contractors, and ensures appropriate standards of governance, compliance, reporting and service delivery.

Advocacy and stakeholder engagement. The CEO is a key public voice for QMSA, building productive relationships with governments, funding bodies, partner organisations and other stakeholders.

A hands-on role. The CEO regularly visits Sheds across Queensland, builds trusted relationships, delivers outreach and community engagement, and supports Sheds' capability, sustainability and local connections — including assisting new and emerging Sheds to become established.

Key Responsibilities

Leadership & Governance

- Provide strategic and operational leadership to QMSA, advise the Board on strategic, policy and operational matters, and ensure the effective implementation of Board decisions and the Association's strategic priorities.
- Ensure QMSA meets its legal, regulatory, financial, governance and reporting obligations, including appropriate organisational policies, risk management and statutory reporting.

Advocacy & Stakeholder Engagement

- Act as the key public voice and advocate for QMSA with government, funders, member Sheds, community and health organisations, and partners.
- Build and maintain relationships that create funding, partnership and profile opportunities for the Association and the Shed movement.
- Oversee QMSA's communications and promotional activities to strengthen awareness of the Association, the Men's Shed movement and its contribution to men's health, wellbeing and communities.

Program & Funding Delivery

- Lead delivery of QMSA's funded programs and services, ensuring contractual obligations, KPIs and reporting requirements are met.
- Identify and pursue new funding, grant and sponsorship opportunities to support QMSA's sustainability.

Shed Engagement & Outreach

- Maintain a strong hands-on connection with Men's Sheds, including regular statewide travel and direct support to build Shed capability and sustainability.
- Support positive men's health and wellbeing outcomes through outreach and community engagement activity.
- Strengthen QMSA's membership base by demonstrating value to Sheds, supporting member engagement and retention, and encouraging eligible non-member Sheds to join the Association.

Financial, People & Organisational Leadership

- Manage budgets and organisational resources effectively.
- Lead and support staff, contractors and volunteers.
- Support QMSA's long-term organisational and financial sustainability.

Key Working Relationships

Internal

- QMSA Board / Chairman
- QMSA staff team
- Zone Chairs and volunteer network
- Member Sheds and their committees

External

- Queensland and Australian Government departments and funding bodies
- Australian Men's Shed Association (AMSA) and other state peak bodies
- Health, community and social-connection sector partners
- Corporate sponsors, donors and community partners

Selection Criteria

Applicants should address each of the following criteria in their application.

- Demonstrated senior leadership experience within a not-for-profit, membership-based or community-sector organisation, including working effectively as part of a team with a volunteer Board or Management Committee.
- Proven track record in securing government funding, grants, sponsorship and corporate partnerships, and in managing funding agreements, budgets and acquittals.
- Highly developed relationship building and stakeholder management skills, with the ability to represent an organisation credibly with government, industry and community partners.
- Demonstrated experience leading, supporting and developing a volunteer network, including across a dispersed or regional structure, with a genuine team player approach.
- Sound understanding of community development, health promotion or social connection program delivery, and its application to organisational strategy.
- High-level financial literacy, including budget preparation, oversight and reporting.

Desirable

- Tertiary qualification in business, management, community development or a related field.
- Experience with peak body representation.
- Understanding of men's health and social isolation issues.

Mandatory Requirements

The following are conditions of employment rather than criteria to address in writing:

- Current Queensland driver's licence and willingness to travel regularly throughout the state.
- Satisfactory National Police (Criminal History) Check.
- Current right to work in Australia.
- Ability to maintain a suitable, professional home-based office setup, as QMSA does not provide a physical office.

Measures of Success (first 12 months)

Financial sustainability. Secured new or additional grant, sponsorship or philanthropic income beyond existing core government funding, with a fundraising/sponsorship strategy in place.

Volunteer network strength. Vacant Zone Chair positions recruited, with a repeatable recruitment and onboarding process in place for future vacancies.

Funding compliance. All government funding acquittals completed accurately and on time, with no compliance issues raised by funders.

Stakeholder relationships. Key relationships established or strengthened with priority stakeholders, including government agencies, sponsors and partner organisations.

Volunteer engagement. Positive engagement feedback from volunteers, reflecting strong support and communication from the CEO.

How to Apply

Applications, including a cover letter addressing the Selection Criteria above and a current resume, should be submitted to info@qmsa.org.au

For a confidential discussion about the role, please contact info@qmsa.org.au